

DAILY TIME RECORD**VILLOCINO, ANDREO P.**

(NAME)

For the month of

March 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:57	12:45	12:49	7:18		8hrs
2-SAT						Off
3-SUN						Off
4-MON						OB
5-TUE						OB
6-WED						OB
7-THU						OB
8-FRI						OB
9-SAT						OB
10-SUN						Off
11-MON	8:01	12:53	12:55	5:10	1min	7hrs 59mins
12-TUE	8:03	12:50	12:53	5:14	3mins	7hrs 57mins
13-WED	8:03	12:50	12:51	5:59	3mins	7hrs 57mins
14-THU						OB
15-FRI						OB
16-SAT						Off
17-SUN						Off
18-MON						SL
19-TUE						SL
20-WED	7:34	12:48	12:50	5:30		8hrs
21-THU	7:57	12:00	1:00	5:23		8hrs
22-FRI	7:50	12:16	1:00	5:00		8hrs
23-SAT						Off
24-SUN						Off
25-MON	8:27	12:55	12:58	5:27	27mins	7hrs 33mins
26-TUE						OB
27-WED						SUSPENDED 12:00 pm 11:59 pm
28-THU						Holiday
29-FRI						Holiday
30-SAT						Off
31-SUN						Off

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

LUZ G. ASIODepartment Head
Department of Agronomy**OFFICE OF THE DIRECTOR FOR
PHYSICAL PLANT**

Visca, Baybay City, Leyte, PHILIPPINES

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Email: www.ppo@vsu.edu.phWebsite: www.vsu.edu.ph**CKET**

Number

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r will report

: 1000-0000
: Division (Department) & Telephone

: USTP, Claveria Misamis Oriental

: Dept of Soil Science

USTP, Claveria Misamis Oriental

Unit/Office/Center/Project	Contact Number(s)
CAFS/DSS	09257620329
Agronomy	
Soil Science	
Soil Science	
Forest Management	
Forest Management	
Soil Science	09977424191
Soil Science	09102465218
Agronomy	
Forest Management	

Requesting party:

VICTOR B. ASIO

(Project Leader)

Approved:

AS**MARIO LILIO P. VALENZONA**
ZENAIDA C. GONZAGA

(Director/Center Director/Agency Head)

accountable for and are responsible for reporting any vehicle damage,

Fuel & Lubricant Issued/Used	Departure/Time Out	Odometer/Mileage Out
	12:30 am	
Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
	2:00 am	

Vehicle involved in accident
and while in your custody?Was the vehicle used other than
official government business?

Specify)

☐ No☐ Yes (Specify)☐ No

Party or Requesting Party

action

Driver's OVER ALL RATING

ified

☐ 1. - Poor☐ 2. - Fair☐ 3. - Good☐ 4. - Very Good☐ 5. - Excellent**Comments & Suggestions**

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signature